

AUG 14 1952

ORGANIZATION AND METHODS SERVICE

SURVEY REPORT

SUBJECT: Psychiatric, Testing, and Assessment Programs

1. BACKGROUND. The ADD/A requested, by memorandum dated in January 1953, that a study be undertaken of the above mentioned programs. A preliminary report was prepared in March but by that time the Office of the Inspector General was engaged in investigation, for other purposes than that covered by this survey, in Assessment and Evaluation. Accordingly, it was agreed between that Office and O&M Service to recast the report of the O&M Service so as to complement the Inspector General's investigation and not duplicate his work.
2. PROBLEM. The purpose of this study is to determine whether there is any duplication among the three subject programs; to analyze the functions of each program for overlapping; and to determine the contribution each makes to personnel selection, retention, and training.
3. FACTS BEARING ON THE PROBLEM. There is attached, as Exhibit A, a comparative statement of the three programs. This statement provides the following for each program:
  - A. Brief Statement of Functions
  - B. Scope of Program
  - C. Case Sources
  - D. Basis for Referral
  - E. Action (An outline of the procedure)
  - F. Disposition of Cases

During the course of this survey it was possible to establish reasonably complete statements of the functions of each of the elements concerned. These are attached as Exhibits B, C, and D.

With respect to the Assessment and Evaluation Staff it should be noted that this study is based on the activities of the Assessment Branch. The programs of the recently established Evaluation and Research Branches are in the process of formulation and are not complete at the present time.

~~SECRET  
Security Information~~~~CONFIDENTIAL~~

h. DISCUSSION. The items shown on Exhibit A were considered for the purposes indicated:

<u>ITEM</u>	<u>PURPOSE</u>
A. FUNCTIONS	To show any <u>overlap</u> that might exist.
B. SCOPE OF PROGRAM	)
C. CASE SOURCES	)
D. BASES FOR REFERRALS	)
E. ACTION	)
F. DISPOSITION OF CASES	To show <u>contribution</u> to personnel selection, retention, and training.

For the purpose of this report, item F, Disposition of Cases, indicates accomplishments in a negative fashion, i.e., the elimination of improper selections. It is realized that each program provides positive advantages. The psychiatric program offers a service in the handling of psychiatric cases occurring after employment and both the testing and assessment programs offer services enabling assignments to be made on the basis of proven or indicated abilities or aptitudes.

#### 5. CONCLUSIONS.

- a. Duplication of Effort. It is concluded that there is no duplication in the sense of work performed a second time for purposes which could be accomplished by a prior performance of the work.
- b. Functions. Based on the material shown on Exhibits A, B, C, and D, it is concluded that the functions do not overlap. The problem of the relationship of the psychological services in the Agency should be studied further when the program of the Assessment and Evaluation Staff has become fully established under its new chief. (See paragraph 6a below.)
- c. Contribution to Personnel Selection, Retention and Training.
  - (1) It is concluded that the Psychiatric Program provides a valuable contribution by materially reducing or eliminating the possibility of selecting persons for employment who are emotionally unstable.

~~SECRET  
Security Information~~

~~SECRET~~  
Security Information

(2) It is concluded that the Testing Program offers a worthwhile contribution by furnishing test results that offer a basis for action by officials concerned with selection in particular, and also serves to indicate those cases where training is appropriate.

(3) It is concluded that the Assessment Program offers a worthwhile contribution, first, by providing the Office of Training with material indicating the aptitudes and progress of trainees and, second, by providing operating officials with material indicating suitability for sensitive assignments.

6. RECOMMENDATIONS.

- a. It is recommended that there be a follow-up of this survey after six months or at such later date as the complete functions of the Assessment and Evaluation Staff have been established and operations conducted under its new chief for a reasonable period of time.
- b. It is recommended that the CDM Service be directed to establish for the Testing program a procedure for determining the action taken with respect to persons tested.

*SH*  
Management Officer

Concurrences:

\_\_\_\_\_  
Director of Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Medical Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director/Personnel

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Acting Deputy Director/Administration

~~CONFIDENTIAL~~